

21 AUG 1981

MEMORANDUM FOR:   
Executive Officer to the DDA

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Comments on Draft DDA Planning  
Guidance

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1. We have three suggestions to make regarding the planning guidance which was circulated in draft. It would be most useful if the general narrative statements regarding expanding Agency operations could be quantified in some fashion. For example, indicating a rise in Agency employment by some percentage or absolute number or even a range would be preferable to saying there will be an increase with no further guidance.

2. It would also be helpful to have whatever guidance is available regarding anticipated legislative, oversight, security and cover changes during the planning period. Even if these factors are uncertain, it would be useful to have guidance as to what assumptions the Offices should use in our planning exercises. For example, it would be useful to have guidance on whether the Agency will continue to move into  and whether we should or should not assume FOIA relief in our planning.

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3. Finally, it would be helpful to know at the outset if the DDA wishes our planning to identify all valid requirements without consideration of the political realities of getting resources or whether our own identification of needs is to be tempered at the Office level by our individual judgments of what is politically possible. I would urge adoption of the first alternative.

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Edward L. Sherman